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Support Services Career Development

The Deputy Director (Support) has announced that the Administration Career Service and the other Career Services among the Support components have reached the stage in individual Career Service identification, training, experience, and evaluation where it is desirable and practicable to proceed in a more formal manner to:

- a. Identify and assign to senior Support positions abroad the best qualified Support personnel, in consideration of the requirements of specific positions, regardless of Career Service designations.
- b. ^{use} Afford maximum utilization of personnel through assignments, to one of the Support components, of generalists who cannot profitably be assigned at a given time within the general administrative field, or who have demonstrated greater suitability for a specialty.
- c. Develop junior-grade generalists through planned assignments in appropriate Support components or by progression into the senior general administrative positions.

As a means of accomplishing the above, the following actions will be taken:

a. ~~Consider~~ all general support or administrative positions, GS-13 and above, at headquarters and in the field, as rotational positions which may be filled by members of any of the Support Career Services, and identify those members of such services who are considered qualified or potential candidates for general support duties (or a combination of specialties such as the Certifying Administrative Officer in some stations).

b. In all cases of completion of a tour of duty in rotational positions, as referred to in paragraph a above, the proposed new assignment will be referred to the Administration Career Board for its recommendation, ~~to the Deputy Director (Support)~~. These cases will include persons belonging to the SA Service plus those persons drawn from the other Support Services. Normally such cases will result in the assignment of SA personnel to general administrative duties at Headquarters or overseas and the return to parent service, of all others. However, all cases will be carefully reviewed in order to ensure full consideration of the special needs of each component or Career Service and to ensure profitable and expeditious assignment in cases where the parent component or Career Service cannot provide timely assignment. In the latter instance, except where there is intent to change the employee's long-term career direction, he will retain his appropriate Career Service designation regardless of the component or Career Service to which he is assigned for a definite or indefinite tour.

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c. Reincorporate in the Administration Career Service ~~those~~ qualified generalists now designated as "DA" in grades GS-11 and below. Considering the imbalance of field and headquarters positions in this category, it will be necessary, on occasions, to assign employees from these positions ~~into~~ regular positions of the specialist services.

The procedures to be followed are:

a. Identification and assignment of members of specialist services ~~into~~ general support positions will be by action of the Administration Career Service mechanism ~~which will include~~, but ~~which will~~ not ~~be~~ limited to, nominations by the specialist services.

b. Reassignment of all employees from rotational assignments will be by action of the Administration Career Service mechanism in directing assignment, either to another general support position or to one of the specialist career services for appropriate assignment by that service.

It is anticipated that the number of "specialists" going into general Support positions and the number of "generalists" going into the specialist services will be small. However, a more formal method of selection than has existed in the past is considered essential to the continued improvement of all the Support Services.

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